

## **Park County Job Description**

**Job Title:** Permanent Full Time Deputy Clerk of District Court  
**Department:** Clerk of District Court  
**Reports to:** June Little, Clerk of District Court

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience Requirements:**

- High School graduate, or equivalent.
- Experience in clerical work and knowledge of office practices and procedures.
- Knowledge of legal or court terminology and procedures
- Computer skills required are, but not limited to:
  - Windows NT and Wordperfect 5.1The employee will be working on a court automation program. Must be able to learn the program successfully.
- General knowledge of office machines such as photocopier, fax machine, calculators and microfiche and microfilm equipment, etc.
- Experience in use of the typewriter.
- Knowledge of bookkeeping and accounting methods.
- Good penmanship and skills in taking shorthand, briefhand or speed writing.
- Good communication skills
- Must possess ability to work effectively with the general public and co-workers.

### **Duties will include:**

- Setting up case files, such as civils, criminals, adoptions, etc., and the continuing maintenance of these records. On informal probates, admitting the will to probate, issuing letters and setting bond.
- Issuing Marriage Licenses
- Receipt and disburse court trust fund monies for child support, restitution, fines, etc.
- Keep accurate records of court proceedings and typing the minutes.
- Microfilming all records.
- Reconciling monthly reports.
- Maintain strict confidentiality
- Meet and deal with the public and co-workers in a variety of situations, both pleasant and unpleasant.
- Answering the telephone
- Such other duties as the Clerk may from time to time direct.

**Physical Demands:**

Some lifting is involved such as lifting index and judgement books.

**Extensive review of work records may be done.**

**Work Environment:**

Indoor work in an office atmosphere.

**Note: Position is non-union and has a 6-month probationary period.**

Pay rate will be between \$10.75 and \$12.00 per hour DOE.

**Benefits include:**

Sick leave, vacation pay, health insurance benefits.

Application will be taken at the Job Service before specified closing deadline.